

I hereby certify that the following agenda was posted at least 24 hours prior to the time of the meeting so noticed below at 24251 Los Alisos Boulevard, Lake Forest, California.



Robert R. Hill, Secretary of the
El Toro Water District and the Board of
Directors thereof

AGENDA

EL TORO WATER DISTRICT

**SPECIAL MEETING OF THE
BOARD OF DIRECTORS
ENGINEERING COMMITTEE MEETING
AND
FINANCE/INSURANCE COMMITTEE MEETING**

November 27, 2017

7:00 a.m.

CALL TO ORDER – Director Vergara

PLEDGE OF ALLEGIANCE – Director Adjarian

ORAL COMMUNICATION – PUBLIC COMMENT

Members of the public may address the Committee at this time or they may reserve this opportunity with regard to an item on the agenda until said item is discussed by the Committee. Comments on other items will be heard at the time set aside for “COMMENTS REGARDING NON-AGENDA ITEMS.” The public will identify themselves when called on and limit their comments to three minutes.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize items(s) which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

1. **Approval of Minutes**

The Engineering and FIC Committee will consider approving minutes for the October 23, 2017 Engineering and Finance/Insurance Committee meeting.

Recommended Action at the November 28, 2017 Special Board Meeting: Approve minutes for the October 23, 2017 Engineering and Finance/Insurance Committee meeting and place on the Engineering and Finance/Insurance Committee's approval list for the November 28, 2017 special meeting of the Board of Directors.

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance/Insurance Committee approval list for the special meeting of November 28, 2017 of the Board of Directors.

2. **Quarterly Review of the District's 401(k) Retirement Savings Plan**
(Reference Material Included)

A HighMark representative will review and comment on the investment performance of the District's 401(k) Retirement Savings Plan.

FINANCE/INSURANCE COMMITTEE MEETING

CALL MEETING TO ORDER – Director Monin

FINANCIAL ACTION ITEMS

3. **Resolution No. 17-11-1 Establishing Date, Time, and Place of Regular Meetings and Committee Meetings of the Board of Directors for the Calendar Year 2018** (Reference Material Included)

Staff will review and comment on Resolution No. 17-11-1 which establishes dates, times, and places of the regular meetings and committee meetings of the Board of Directors for the calendar year 2018.

Recommended Action at the November 28, 2017 Special Board Meeting: Staff recommends approval of Resolution No. 17-11-1 which establishes dates, times, and places of the regular meetings and committee meetings of the Board of Directors for calendar year 2018.

RESOLUTION NO. 17-11-1

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
ESTABLISHING DATE, TIME, AND PLACE
OF REGULAR MEETINGS AND
COMMITTEE MEETINGS

OF THE
BOARD OF DIRECTORS FOR
CALENDAR YEAR 2018

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance/Insurance Committee recommended approval list for the special meeting of November 28, 2017 of the Board of Directors.

4. **Resolution No. 17-11-2 Modifying Appointment of ETWD Standing Committee Members for the Calendar Year 2018** (Reference Material Included)

President Goldman will make new appointments to various Organizations and Committees of the Board for the calendar year 2018.

Recommended Action at the November 28, 2017 Special Board Meeting:
The Board will consider adopting Resolution No. 17-11-2 modifying the appointment of Directors to the various Organizations and Standing Committees of the Board for the calendar year 2018.

RESOLUTION NO. 17-11-2

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL TORO WATER DISTRICT
MODIFYING THE APPOINTMENT OF DIRECTORS
TO VARIOUS ORGANIZATIONS AND STANDING
COMMITTEES OF THE BOARD
FOR THE CALENDAR YEAR 2018

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance/Insurance Committee recommended approval list for the special meeting of November 28, 2017 of the Board of Directors.

5. **Financial Package - Authorization to Approve Bills for Consideration dated November 27, 2017 and Receive and File Financial Statements as of October 31, 2017** (Reference Material Included)

Staff will review and comment on the Bills for Consideration dated November 27, 2017 and Receive and File Financial Statements as of October 31, 2017.

Recommended Action at the November 28, 2017 Special Board Meeting:
Staff recommends that the Board: 1) Approve, ratify and confirm payment of those bills as set forth in the schedule of Bills for Consideration dated November 27, 2017, and 2) receive and file the Financial Statements for the period ending October 31, 2017 and place on the Engineering and Finance/Insurance Committees approval list for the November 28, 2017 special meeting of the Board of Directors.

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance/Insurance Committee recommended approval list for the special meeting of November 28, 2017 of the Board of Directors.

FINANCIAL INFORMATION ITEMS

6. **Tiered Water Usage and Revenue Tracking** (Reference Material Included)

Staff will review and comment on monthly and year to date Tiered Water Usage and Revenue tracking.

COMMENTS REGARDING NON-AGENDA FIC ITEMS

CLOSE FINANCE AND INSURANCE COMMITTEE MEETING

ENGINEERING COMMITTEE

CALL MEETING TO ORDER – Director Vergara

ENGINEERING ACTION ITEMS

7. **Recycled Water Phase II SRF Loan Term Options** (Reference Material Included)

Staff will review and comment on the State Revolving Fund Loan process and loan term options for the Phase II Recycled Water Distribution System Expansion Project. District Staff is preparing the SRF Loan Final Budget Approval form in which the District will document the requested term of the loan.

Recommended Action at the November 28, 2017 Special Board Meeting:

Staff recommends that the Board of Directors 1) authorize the District's General Manager to request the State Water Resources Control Board Division of Financial Assistance set the SRF Loan term at 11 years and 2) authorize the General Manager to execute an amendment to the SRF Funding Agreement that will define the loan term and the projected loan amount based on current costs.

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance Insurance Committee recommended approval list for the special meeting of November 28, 2017 of the Board of Directors.

8. **Phase II Recycled Water Distribution System Expansion Project Change Order Policy** (Reference Material Included)

Staff will review and comment on the proposed Phase II Recycled Water Distribution System Expansion Project Change Order Policy (Policy) which is

consistent with Policy approved for the Phase I Recycled Water Expansion Project. The Policy will provide a change order mechanism that maintains adequate control while minimizing delays and their associated costs.

Recommended Action at the November 28, 2017 Special Board Meeting:

Staff recommends that the Board of Directors approve the proposed Phase II Recycled Water Distribution System Expansion Project Change Order Policy and place same on the Engineering and Finance/Insurance Committees approval list for the November 28, 2017 special meeting of the Board of Directors.

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance Insurance Committee recommended approval list for the special meeting of November 28, 2017 of the Board of Directors.

ENGINEERING GENERAL INFORMATION ITEMS

9. EI Toro Water District Capital Project Status Report

(Reference Material Included)

Staff will review and comment on the EI Toro Water District Capital Project Status Report.

10. Engineering Items Discussed at Various Conferences and Meetings (Oral Report)

The Committee will discuss any pertinent Engineering items discussed at Conferences.

COMMENTS REGARDING NON-AGENDA ENGINEERING COMMITTEE ITEMS

CLOSE ENGINEERING COMMITTEE MEETING

ATTORNEY REPORT

CLOSED SESSION

At this time the Board will go into Closed Session as follows:

1. In accordance with Government Code Section 54956.8 to consult with the District's Negotiator (Dennis Cafferty, Assistant General Manager) regarding the terms and conditions concerning the potential sale/disposition of the following property: Property and Easements within Assessor Parcel Number 613-011-01 (District's existing Pump Station site).
2. In accordance with Government Code Section 54956.9 to consult with legal counsel on matter of potential litigation – (one matter).

3. In accordance with Government Code Section 54956.96 in order to receive, discuss, and/or take action concerning information obtained by the District's representative pertaining to a closed session of the South Orange County Wastewater Authority ("SOCWA"), a joint powers agency.
4. In accordance with Government Code Section 54957 to review the General Manager's Employment Agreement.

REGULAR SESSION

REPORT ON CLOSED SESSION (Legal Counsel)

Mr. Granito will provide an oral report on the Closed Session.

ADJOURNMENT TO 7:30 a.m., Monday, December 18, 2017.

The agenda material for this meeting is available to the public at the District's Administrative Office, which is located at 24251 Los Alisos Blvd., Lake Forest, Ca. 92630. If any additional material related to an open session agenda item is distributed to all or a majority of the board of directors after this agenda is posted, such material will be made available for immediate public inspection at the same location.

Request for Disability-Related Modifications or Accommodations

If you require any disability-related accommodation, including auxiliary aids or services, in order to participate in this public meeting, please telephone the District's Recording Secretary, Polly Welsch at (949) 837-7050, extension 225 at least forty-eight (48) hours prior to said meeting. If you prefer, your request may be submitted in writing to El Toro Water District, P.O. Box 4000, Laguna Hills, California 92654, Attention: Polly Welsch.